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AUTHOR Schlenker, Richard M.; Schlenker, Deborah S.
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ABSTRACT

This guide was developed as a "how to" training device for printing spreadsheet files using AppleWorks on the Apple IIe computer with a Duodisk or two disk drives. Step-by-step instructions are provided for selecting the print option; printing entire files; and for printing specific rows, columns, or blocks of the file. For each step, a diagram of the screen display is included. (GL)

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PRINTING APPLEWORKS V1.3 SPREADSHEET FILES USING THE APPLE IIe COMPUTER

FIRST EDITION

By

LCDR Richard M. Schlenker USCGR

And

SK2 Deborah S. Schlenker USCGR
United States Coast Guard Loran Station Gesashi
Box CG
APO San Francisco, CA 98770-0053

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INTRODUCTION

"Printing AppleWorks V1.3 Spreadsheet Files Using The Apple IIe Computer" was developed for use as a "how to" training device. It can be used with Apple IIe computers which have a Duodisk or two disk drives. Its development was accomplished using an Apple Duodisk drive, 5 1/4" floppy disks, and the 1.3 Version of the AppleWorks program. The pictures one sees in the Figures of this document are those that will be seen when V1.3 of the AppleWorks program is used to print spreadsheet files. Generally, other versions of the AppleWorks program, as well as the smaller disk drives presently available on the market, may be used in conjunction with the document. If the document is to be used as it was intended at the time of development, users must have the following items available to them:

1. Apple IIe computer.

2. A Duodisk or two disk drives.

3. AppleWorks startup and AppleWorks program disks. These items may be located on opposite sides of the same computer disk.

4. One data disk upon which is stored, a spreadsheet file.

If this document is to be used as it was intended, users must know how to:

1. Turn on the computer.

2. Bring spreadsheet files from a data disk to the computer desktop.

After using this document, Apple IIe computer operators should be able to use AppleWorks V1.3 to print spreadsheet documents. Additional guidance in this regard may be found in the AppleWorks program manual which accompanies the purchase of the program. Manuals are also available from many bookstores.

Mistakes found in this document are our's.

RMS
DSS

S
T
E
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DIRECTIONS

01. File Loading. Bring the spreadsheet file with which you wish to work to the desktop. Your monitor screen will appear similar to the example shown in Figure 1.

```
File: SS00915.006              REVIEW/ADD/CHANGE              Escape: Main Menu
========A=========B=========C=========D=========E=========F=========G=========H
  1|
  2|
  3|STATUS              ITEM DESCRIPTION     NSN                              BO
  4|
  5|                                                        TOTALS          $32
  6|
  7|RCVD 14 APR         ELEC GLOVES RUBBER   8415-01-158-9448
  8|RCVD 14 APR         GLOVES SHELL, ELEC   8415-00-264-3618
  9|RCVD 19 APR         RESISTER, 600SL      5905-00-778-1950                 $27
 10|RCVD 05 MAY         SLEEVING, INS ELEC   5970-00-059-7325
 11|RCVD 10 MAY         TRANSISTOR           5961-00-422-3466
 12|RCVD 05 MAY         CAP 50 V             5910-00-550-1871                  $1
 13|RCVD 15 MAY         CAP 1800PT           5910-00-608-3171                  $3
 14|RCVD 10 MAY         LAMP INCN 116W 120V  6240-00-842-2887
 15|RCVD 31 MAY         TELEPHONE CABLE      6145-00-823-2280
 16|SHIP 26 MAY         PN 17-162-L TERM BD  5940-00-502-8058
 17|CODE 2A             PN 8-160-R TERM BD   5940-00-935-3410
 18|RCVD 19 APR         PN 10-161-R TERM BD  5940-00-238-2902
----------------------------------------------------------------------------
A1

Type entry or use @ commands                                   @-? for Help
```

Figure 1. The Monitor Screen Showing An Example Spreadsheet File.

02. Selecting The Print Option.

a. Press the OPEN-APPLE and the "P" keys at the same time (see Figure 2).

```
File: SS00915.006                    PRINT          Escape: Review/Add/Change
========C=========D=========E=========F=========G=========H=========I=====
  1|
  2|
  3|ITEM DESCRIPTION    NSN                                BO 1    BO 2
  4|
  5|                                          TOTALS      $691.44      $0.00
  6|
  7|ELEC GLOVES RUBBER  8415-01-158-9448
  8|GLOVES SHELL, ELEC  8415-00-264-3618
  9|RESISTER, 600SL     5905-00-778-1950                  $270.00
 10|SLEEVING, INS ELEC  5970-00-059-7325
 11|TRANSISTOR          5961-00-422-3466                    $.54
 12|CAP 50 V            5910-00-550-1871                  $18.30
 13|CAP 1800PT          5910-00-608-3171                  $31.60
 14|LAMP INCN 116W 120V 6240-00-842-2887
 15|TELEPHONE CABLE     6145-00-823-2280
 16|PN 17-162-L TERM BD 5940-00-502-8058
 17|PN 8-160-R TERM BD  5940-00-935-3410
 18|PN 10-161-R TERM BD 5940-00-238-2902
--------------------------------------------------------------------------------
I2

Print?  All  Rows  Columns  Block
```

Figure 2. The Monitor Screen After Selecting The Print Option.

03. Printing The File.

a. Printing the entire file.

(1) With the, "All," option highlighted, press the RETURN key (see Figure 3).

File: SS00915.006 PRINT Escape: Review/Add/Change

The information that you identified
is 150 characters wide.

The Printer Options values allow
204 characters per line.

Where do you want to print the report?

1. Apple DMP
2. ImageWriter
3. EPSON
4. The clipboard (for the Word Processor)
5. A text (ASCII) file on disk
6. A DIF (TM) file on disk

Type number, or use arrows, then press Return 17K Avail.

Figure 3. The Monitor Screen After Selecting The All Option.

(2) Use the ARROW keys and highlight the name of the printer used with your computer.

(3) Press the RETURN key once (see Figure 4).

File: SS00915.006 PRINT Escape: Restore former entry

Type report date or press Return: 17K Avail.

Figure 4. The Monitor Screen After Selecting The Printer Type.

(4) Type the date (see Figure 5).

File: SS00915.006 PRINT Escape: Restore former entry

Type report date or press Return: 89JUN15 17K Avail.

Figure 5. The Monitor Screen Showing The Report Date Typed.

(5) Press the RETURN key once (see Figure 6).

File: SS00915.006 PRINT Escape: Review/Add/Change

How many copies? 1 17K Avail.

Figure 6. The Monitor Screen After Entering The Date.

(6) Type the number of copies you want printed.

(7) Press the RETURN key once. Figure 7 shows the printed file.

Sele1 SS00915.006 Pa
JUN15 89

STATUS	ITEM DESCRIPTION	NSN		BO 1
			TOTALS	$320.44
RCVD 14 APR	ELEC GLOVES RUBBER	8415-01-158-9448		
RCVD 14 APR	GLOVES SHELL, ELEC	8415-00-264-3618		
RCVD 19 APR	RESISTER, 600SL	5905-00-778-1950		$270.00
RCVD 05 MAY	SLEEVING, INS ELEC	5970-00-059-7325		
RCVD 10 MAY	TRANSISTOR	5961-00-422-3466		$.54
RCVD 05 MAY	CAP 50 V	5910-00-550-1871		$18.30
RCVD 15 MAY	CAP 1800PT	5910-00-608-3171		$31.60
RCVD 10 MAY	LAMP INCN 116W 120V	6240-00-842-2887		
RCVD 31 MAY	TELEPHONE CABLE	6145-00-823-2280		
SHIP 26 MAY	PN 17-162-L TERM BD	5940-00-502-8058		
CODE 2A	PN 8-160-R TERM BD	5940-00-935-3410		
RCVD 19 APR	PN 10-161-R TERM BD	5940-00-238-2902		

Figure 7. The Printed Spreadsheet Document.

(8) Notice that there overstrikes and all of the file is not printed suggesting that a smaller print size is required. Using the print option, OPEN-APPLE-O, you may change the number of characters (CI) per inch that the printer (ImageWriter II) will print to 17. While AppleWorks will print up to 24 characters per inch, the printer will not unless you direct it to do so. If you are unable to print your spreadsheet file the way you want, consult your printer technical manual and the AppleWorks reference manual for additional details or use one of the alternate printing methods outlined below.

(9) Return to the spreadsheet file (see Figure 8).

```
File: SS00915.006                REVIEW/ADD/CHANGE              Escape: Main Menu
========C=========D=========E=========F=========G=========H=========I=====
  1|
  2|
  3|ITEM DESCRIPTION     NSN                                  BO 1    BO 2
  4|
  5|                                              TOTALS     $320.44      $0.00
  6|
  7|ELEC GLOVES RUBBER   8415-01-158-9448
  8|GLOVES SHELL, ELEC   8415-00-264-3618
  9|RESISTER, 600SL      5905-00-778-1950                    $270.00
 10|SLEEVING, INS ELEC   5970-00-059-7325
 11|TRANSISTOR           5961-00-422-3466                      $.54
 12|CAP 50 V             5910-00-550-1871                    $18.30
 13|CAP 1800PT           5910-00-608-3171                    $31.60
 14|LAMP INCN 116W 120V  6240-00-842-2887
 15|TELEPHONE CABLE      6145-00-823-2280
 16|PN 17-162-L TERM BD  5940-00-502-8058
 17|PN 8-160-R TERM BD   5940-00-935-3410
 18|PN 10-161-R TERM BD  5940-00-238-2902
--------------------------------------------------------------------------------
[1

Type entry or use @ commands                                    @-? for Help
```

Figure 8. The Monitor Screen Showing The Spreadsheet File.

b. Printing Specific Rows.

(1) Using the ARROW keys, move the cursor to the first cell of the first row that you want to print.

(2) Press the OPEN-APPLE and the "P" keys at the same time.

(3) Use the RIGHT-ARROW key and highlight the "Rows" option.

(4) Press the RETURN key once (see Figure 9).

```
File: SS00915.006                    PRINT          Escape: Review/Add/Change
========C==========D==========E==========F==========G==========H==========I=====
  1|
  2|
  3|ITEM DESCRIPTION     NSN                                  BO 1     BO 2
  4|
  5|                                              TOTALS      $320.44      $0.00
  6|
  7|ELEC GLOVES RUBBER   8415-01-158-9448
  8|GLOVES SHELL, ELEC   8415-00-264-3618
  9|RESISTER, 600SL      5905-00-778-1950                     $270.00
 10|SLEEVING, INS ELEC   5970-00-059-7325
 11|TRANSISTOR           5961-00-422-3466                       $.54
 12|CAP 50 V             5910-00-550-1871                     $18.30
 13|CAP 1800PT           5910-00-608-3171                     $31.60
 14|LAMP INCN 116W 120V  6240-00-842-2887
 15|TELEPHONE CABLE      6145-00-823-2280
 16|PN 17-162-L TERM BD  5940-00-502-8058
 17|PN 8-160-R TERM BD   5940-00-935-3410
 18|PN 10-161-R TERM BD  5940-00-238-2902
--------------------------------------------------------------------------------
E1

Use cursor moves to highlight Rows, then press Return                 17K Avail.
```

Figure 9. The Monitor Screen After Selecting The Rows Option.

(5) Use the DOWN-ARROW key and highlight the rows that you want to print.

(6) Press the RETURN key once (see Figure 10).

File: SS00915.006 PRINT Escape: Review/Add/Change

The information that you identified
is 150 characters wide.

The Printer Options values allow
204 characters per line.

Where do you want to print the report?

1. Apple DMP
2. ImageWriter
3. EPSON
4. The clipboard (for the Word Processor)
5. A text (ASCII) file on disk
6. A DIF (TM) file on disk

Type number, or use arrows, then press Return 17K Avail.

Figure 10. The Monitor Screen After Entering The Rows To Be Printed.

(7) The remainder of the process is the same as it was for printing all of the files (above).

(8) Press the ESC key once (see Figure 11).

```
File: SS00915.006              REVIEW/ADD/CHANGE              Escape: Main Menu
========C=========D=========E=========F=========G=========H=========I=====
  1|
  2|
  3|ITEM DESCRIPTION    NSN                                  BO 1    BO 2
  4|
  5|                                          TOTALS       $320.44     $0.00
  6|
  7|ELEC GLOVES RUBBER  8415-01-158-9448
  8|GLOVES SHELL, ELEC  8415-00-264-3618
  9|RESISTER, 600SL     5905-00-778-1950                    $270.00
 10|SLEEVING, INS ELEC  5970-00-059-7325
 11|TRANSISTOR          5961-00-422-3466                      $.54
 12|CAP 50 V            5910-00-550-1871                    $18.30
 13|CAP 1800PT          5910-00-608-3171                    $31.60
 14|LAMP INCN 116W 120V 6240-00-842-2887
 15|TELEPHONE CABLE     6145-00-823-2280
 16|PN 17-162-L TERM BD 5940-00-502-8058
 17|PN 8-160-R TERM BD  5940-00-935-3410
 18|PN 10-161-R TERM BD 5940-00-238-2902
--------------------------------------------------------------------------------
E1

Type entry or use @ commands                                    @-? for Help
```

Figure 11. The Monitor Screen Showing The Spreadsheet File.

c. Printing Specific Columns.

(1) Use the ARROW keys and highlight the first cell of the first column you wish to print.

(2) Press the OPEN-APPLE and the "P" keys at the same time.

(3) Use the RIGHT-ARROW key and highlight the "Column" option.

(4) Press the RETURN key once (see Figure 12).

```
File: SS00915.006                          PRINT          Escape: Review/Add/Change
========C=========D=========E=========F=========G=========H=========I=====
  1|
  2|
  3|ITEM DESCRIPTION     NSN                                  BO 1     BO 2
  4|
  5|                                              TOTALS     $320.44      $0.00
  6|
  7|ELEC GLOVES RUBBER   8415-01-158-9448
  8|GLOVES SHELL, ELEC   8415-00-264-3618
  9|RESISTER, 600SL      5905-00-778-1950          $270.00
 10|SLEEVING, INS ELEC   5970-00-059-7325
 11|TRANSISTOR           5961-00-422-3466            $.54
 12|CAP 50 V             5910-00-550-1871          $18.30
 13|CAP 1800PT           5910-00-608-3171          $31.60
 14|LAMP INCN 116W 120V  6240-00-842-2887
 15|TELEPHONE CABLE      6145-00-823-2280
 16|PN 17-162-L TERM BD  5940-00-502-8058
 17|PN 8-160-R TERM BD   5940-00-935-3410
 18|PN 10-161-R TERM BD  5940-00-238-2902
--------------------------------------------------------------------------------
E1

Use cursor moves to highlight Columns, then press Return                17K Avail.
```

Figure 12. The Monitor Screen After Selecting The Columns Option.

(5) Use the ARROW keys and highlight the columns to be printed.

(6) Press the RETURN key once (see Figure 13).

File: SS00915.006 PRINT Escape: Review/Add/Change

The information that you identified
is 50 characters wide.

The Printer Options values allow
204 characters per line.

Where do you want to print the report?

1. Apple DMP
2. ImageWriter
3. EPSON
4. The clipboard (for the Word Processor)
5. A text (ASCII) file on disk
6. A DIF (TM) file on disk

Type number, or use arrows, then press Return 17K Avail.

Figure 13. The Monitor Screen After Entering The Columns To Be Printed.

(6) The remainder of the process is the same as it was when printing all of the files (above).

(7) Press the ESC key once to return to the spreadsheet (see Figure 14).

```
File: SS00915.006                REVIEW/ADD/CHANGE                Escape: Main Menu
========C=========D=========E=========F=========G=========H=========I=====
  1|
  2|
  3|ITEM DESCRIPTION     NSN                                  BO 1     BO 2
  4|
  5|                                          TOTALS        $320.44    $0.00
  6|
  7|ELEC GLOVES RUBBER   8415-01-158-9448
  8|GLOVES SHELL, ELEC   8415-00-264-3618
  9|RESISTER, 600SL      5905-00-778-1950                   $270.00
 10|SLEEVING, INS ELEC   5970-00-059-7325
 11|TRANSISTOR           5961-00-422-3466                     $.54
 12|CAP 50 V             5910-00-550-1871                   $18.30
 13|CAP 1800PT           5910-00-608-3171                   $31.60
 14|LAMP INCN 116W 120V  6240-00-842-2887
 15|TELEPHONE CABLE      6145-00-823-2280
 16|PN 17-162-L TERM BD  5940-00-502-8058
 17|PN 8-160-R TERM BD   5940-00-935-3410
 18|PN 10-161-R TERM BD  5940-00-238-2902
--------------------------------------------------------------------------------
E1

Type entry or use @ commands                                    @-? for Help
```

Figure 14. The Monitor Screen Showing The Spreadsheet File.

d. Printing Blocks Of The File.

(1) Use the ARROW keys and move the highlight to one of the corners on the block of information you wish to print.

(2) Press the OPEN-APPLE and the "P" keys at the same time.

(3) Use the RIGHT-ARROW key to highlight the "Block" option.

(4) Press the RETURN key once (see Figure 15).

```
File: SS00915.006                          PRINT          Escape: Review/Add/Change
--------C---------D---------E---------F---------G---------H---------I-----
  1|
  2|
  3|ITEM DESCRIPTION     NSN                                   BO 1     BO 2
  4|
  5|                                              TOTALS      $320.44      $0.00
  6|
  7|ELEC GLOVES RUBBER   8415-01-158-9448
  8|GLOVES SHELL, ELEC   8415-00-264-3618
  9|RESISTER, 600SL      5905-00-778-1950          $270.00
 10|SLEEVING, INS ELEC   5970-00-059-7325
 11|TRANSISTOR           5961-00-422-3466            $.54
 12|CAP 50 V             5910-00-550-1871          $18.30
 13|CAP 1800PT           5910-00-608-3171          $31.60
 14|LAMP INCN 116W 120V  6240-00-842-2887
 15|TELEPHONE CABLE      6145-00-823-2280
 16|PN 17-162-L TERM BD  5940-00-502-8058
 17|PN 8-160-R TERM BD   5940-00-935-3410
 18|PN 10-161-R TERM BD  5940-00-238-2902
-------------------------------------------------------------------------------
E1

Use cursor moves to highlight Block, then press Return                17K Avail.
```

Figure 15. The Monitor Screen With The Block Option Selected.

(5) Use the ARROW keys and highlight the the block you wish to print.

(6) Press the RETURN key once (see Figure 16).

```
File: SS00915.006                REVIEW/ADD/CHANGE                Escape: Main Menu
========C==========D==========E==========F==========G==========H==========I======
  1|
  2|
  3|ITEM DESCRIPTION     NSN                                    BO 1     BO 2
  4|
  5|                                                TOTALS      $320.44      $0.00
  6|
  7|ELEC GLOVES RUBBER   8415-01-158-9448
  8|GLOVES SHELL, ELEC   8415-00-264-3618
  9|RESISTER, 600SL      5905-00-778-1950              $270.00
 10|SLEEVING, INS ELEC   5970-00-059-7325
 11|TRANSISTOR           5961-00-422-3466                $.54
 12|CAP 50 V             5910-00-550-1871              $18.30
 13|CAP 1800PT           5910-00-608-3171              $31.60
 14|LAMP INCN 116W 120V  6240-00-842-2887
 15|TELEPHONE CABLE      6145-00-823-2280
 16|PN 17-162-L TERM BD  5940-00-502-8058
 17|PN 8-160-R TERM BD   5940-00-935-3410
 18|PN 10-161-R TERM BD  5940-00-238-2902
--------------------------------------------------------------------------------
E1

Type entry or use @ commands                                        @-? for Help
```

Figure 16. The Monitor Screen After Entering The Blocks To Be Printed.

(7) The remainder of the printing process is the same as it was when all of the document was printed (above).

05. Additional Directions. For additional directions, consult the AppleWorks instruction book.